

ACTEDS INTERN WORK YEAR REQUIREMENTS For use of this form, see DA PAM 690-950, the proponent agency is ASA (M&RA).					REQUIREMENTS CONTROL SYMBOL - CSGPA-1609
PART A - COMMAND INTERN REQUIREMENTS					
COMMAND					FISCAL YEAR (FY)
Career Program Code and Title	On Board Strength (SEP 30) <i>a</i>	FY Intern Placement or Graduation from ACTEDS Roll <i>b</i>	FY Work Years Required With No New Hires in FY <i>c</i>	FY New Hires <i>d</i>	FY Work Years Required With New Hires <i>e</i>
CP-10 Civilian Human Resource Management					
CP-11 Comptroller					
CP-12 Safety Management					
CP-13 Supply Management					
CP-14 Contracting and Acquisition					
CP-15 Quality and Reliability Assurance					
CP-16 Engineers & Scientists (NC)					
CP-17 Materiel Maintenance Management					
CP-18 Engineers & Scientists (RC)					
CP-19 Security					
CP-20 Quality Assurance Specialist (Ammunition Surveillance)					
CP-22 Public Affairs and Communication Media					
CP-24 Transportation Management					
CP-26 Manpower and Force Management					
CP-27 Housing Mangement					
CP-28 Equal Employment Opportunity					
CP-31 Education Services					
CP-32 Training					
CP-33 Ammunition Specialist					
CP-34 Information Technology Management					
CP-35 Intelligence					
TOTALS					

ACTEDS INTERN WORK YEAR REQUIREMENTS (cont.)**PART B - JUSTIFICATION**

COMMAND					FISCAL YEAR (FY)
Career Program Code and Title	On Board Strength (SEP 30) <i>a</i>	FY Intern Placement or Graduation from ACTEDS Roll <i>b</i>	FY Work Years Required With No New Hires in FY <i>c</i>	FY New Hires <i>d</i>	FY Work Years Required With New Hires <i>e</i>

Written Justification

(If additional space is needed, use a separate sheet.)

ACTEDS INTERN WORK YEAR REQUIREMENTS (cont.)

PART C - NEW HIRES

COMMAND													FISCAL YEAR (FY)		DATE (YYYYMMDD)	
CP	Position Title	Occ Series	Entry Grade	Target Grade	Training Site	Payroll Office	APC	Organization, Divison, or Branch	Servicing		EOD (MM-YR)	CPAC POC (Name/Phone #)	Selecting Official: (Name/Phone # Mailing Address)	Security Clearance (S/TS/NA)	WKYRS Required	Accel. Promotion (✓ if Yes)
									CPAC	CPOC						
																<input type="checkbox"/>
																<input type="checkbox"/>
																<input type="checkbox"/>
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Instructions for DA Form 5056, ACTEDS Intern Work Year Requirements

Part A - Command Intern Requirements.

1. Column *a*. Enter the number of ACTEDS interns projected to be on board at the end of the current fiscal year by career program. Enter the total for all career programs at the bottom of this column.
2. Column *b*. Enter the number of interns coming off ACTEDS rolls during the next fiscal year by career program. Departures include graduation and reassignment to local rolls. Enter the total for all career programs at the bottom of this column.
3. Column *c*. Enter the work years required to fund on-board interns minus those departing ACTEDS rolls during the next fiscal year. Do not include new hires. Enter the total for all career programs at the bottom of this column.
4. Column *d*. Enter the number of new ACTEDS interns requested for the next fiscal year by career program. Enter the total for all career programs at the bottom of this column.
5. Column *e*. Enter the total number of work years required for the next fiscal year by career program. Include new hires as well as on-board interns. Enter the total for all career programs at the bottom of this column.

Part B - Justification. A separate justification must be submitted for each CP. This is used by the CP FCRs to analyze ACTEDS intern requirements.

1. Follow instruction in Part A for completing columns *a* through *e*.
2. Identify mission changes, procurement of equipment or any other factors that will affect the requirement for interns. Use continuation sheets if additional space is needed.

Part C - New Hires. List in Career Program order with requirements in priority order.

1. CP - Career Program code of new hire.
2. Position Title - Position title of new hire.
3. Occ Series - Occupational Series of new hire.
4. Entry Grade - Entry Grade of new hire.
5. Target Grade - Target Grade of new hire.
6. Training Site - Geographical training site of new hire.
7. Payroll Office - Payroll Office code of new hire.
8. APC - Appropriation Code of new hire.
9. Organization/Division/Branch - Exact Organization, Division, Branch of new hire.
10. Servicing CPAC - Servicing Civilian Personnel Advisory Center of new hire.
11. Servicing CPOC - Servicing Civilian Personnel Operations Center of new hire.
12. EOD - Projected Entry on Duty date of new hire.
13. CPAC POC - Name and phone number required.
14. Selecting Official - Name, phone number and complete mailing address (street, building/room) required.
15. Security Clearance - Annotate whether the position requires Secret, Top Secret or N/A.
16. WKYRS Required - Number of work years required for new hire.
17. Check only if Accelerated Promotion applies.